

BY ORDER OF THE COMMANDER



**ANDREWS AIR FORCE BASE
INSTRUCTION 34-502**

6 NOVEMBER 2002

Services

**ANDREWS AIR FORCE BASE
HONOR GUARD PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the Base Honor Guard Program at Andrews Air Force Base (AFB). It establishes policy, responsibilities, and framework for planning, training, and using the Andrews Air Force Base Honor Guard. This instruction applies only to the Honor Guard.

SUMMARY OF REVISIONS

This instruction has been completely revised.

1. Purpose and Objective of Program.

- 1.1. The purpose of this instruction is to provide the 89th Airlift Wing Honor Guard program uniform administration and participant proficiency.
- 1.2. The objective is to establish a well-trained, highly professional Honor Guard to represent the finest traditions of the United States Air Force in discipline, appearance, and competence. The Honor Guard performs numerous duties to include color guard details, commanders' calls, parades, change of command ceremonies, retirements, award banquets, saber cordons, and many other military functions upon request. The USAF Honor Guard supersedes the Andrews Honor Guard for funeral services in the Andrews AFB area of responsibility.

2. Honor Guard Administration.

- 2.1. The wing commander (89 AW/CC) is responsible for the program and enforcement of this instruction. The 89 AW/CC determines Honor Guard size based on population, location and frequency of military and civilian protocol activities in the area.
- 2.2. The director of protocol (CCP) manages and supervises the base Honor Guard program for the wing commander. The Honor Guard's operating budget will be included in Protocol's budget.

2.3. **The Honor Guard Officer in Charge (OIC).** Responsible for decorum of the members and ensures the members maintain discipline, appearance and proficiency. Reports Honor Guard equipment and budget requirements to CCP.

2.4. Honor Guard First Sergeant will serve as the focal point for all first shirt duties involving the Honor Guard. This includes monitoring Honor Guard team morale and assisting the Honor Guard senior staff with Honor Guard issues.

2.5. Honor Guard administrator will serve as the focal point for activities between base agencies and the Honor Guard. The administrator will consult with the 89 AW/CC or CCP for approval or disapproval of Honor Guard ceremonies. The administrator also controls the equipment and is responsible for maintaining the Honor Guard facility. This individual's primary duty location is the wing protocol office.

2.6. **Honor Guard flight commander(s).** Responsible for day-to-day operations, which include accountability of the Honor Guard and all aspects of the recognition and incentive program.

2.7. **Honor guard flight Non-commissioned Officer in Charge (NCOIC).** Assumes duties and responsibilities of the Honor Guard flight commander(s) when commander(s) are not available for duty. Monitors the training of Honor Guard members and appearance of uniforms.

2.8. **Honor Guard Flight Trainers .** Ensures the members are properly trained and available to perform duties in a timely manner. Assumes duties and responsibilities of the Honor Guard flight commander(s) when commander(s) and NCOIC(s) are not available for duty.

2.9. **Honor Guard Member.** Each member is expected to maintain high standards of appearance and attitude. Specifically, members are required to exceed the regulations stated in AFI 36-2903, *Dress and Appearance of Air Force Personnel*. Each member is responsible for timely arrival at scheduled performances, uniform maintenance, and practice attendance. Guardsmen must also keep their uniforms available and prepared for duty at all times. Because of the high degree of proficiency and training required, honor guard members will serve a standard 1 year tour after fully completing their training qualifications with the honor guard. If member desires, and Honor Guard Commander agrees, the tour may continue beyond the 1 year mark.

2.10. The chief of security forces provides advice on the proper methods to store and safeguard Honor Guard weapons.

2.11. Honor Guard first sergeant will provide guidance and assistance on all personal and wellness issues. First sergeant will assist the Honor Guard flight commander with recognition and morale programs.

3. Staffing Requirements and Composition.

3.1. Squadron commanders are critical to the success of the Honor Guard. Without their support and occasional sacrifice in their duty sections, the program becomes a burden to other honor guard members. Additionally, squadron commanders and first sergeants are a key part of the Honor Guard selection process and will:

3.1.1. Assess mission impact of an applicants absence from their duty section. Personnel defined as mission essential should not be considered for Honor Guard duty.

3.1.2. Screen applicant's for suitability prior to becoming a candidate.

3.1.3. Interview all Honor Guard applicant's form their unit and ensure the individual meets the enrollment criteria specified in the Honor Guard contract and paragraph 4.1.

3.1.4. Continue to support their guardsmen once accepted and remain in contact with the Honor Guard Commander should there be a change in the member's duty performance.

3.2. **Honor Guard members are selected from host and partner units.** Volunteers are preferred; however, if minimum manning levels, consisting of 30 trained troops are not maintained, CCP will work with the 89 AW/CC and individuals units to task units for needed members.

3.3. The Honor Guard detachment will typically be composed of one first sergeant, two flights, each with its own flight commander, NCOIC, and flight trainer. The flights will consist of no less than 14 members each. Failure to meet this minimum requirement undermines honor guard operations and will trigger certain restrictions on the number and type of ceremonial details performed. The Honor Guard OIC will make those decisions after consulting with the CCP.

4. Concept of Personnel Operations.

4.1. Individuals desiring to join the Honor Guard must first be selected by their squadron's first sergeant. After nomination by the first sergeant, the individual must apply in person with the Honor Guard administrator who will provide an application package with all necessary procedures and paperwork. Once the application is completed, the Honor Guard Commander may request an interview. Individuals must meet the following enrollment criteria:

4.1.1. Minimum of 1 year retainability after full training requirements are completed.

4.1.2. Outstanding dress and appearance in accordance with AFI 36-2903, *Dress and Personal Appearance of the Air Force*.

4.1.3. Outstanding bearing, behavior, and attitude.

4.1.4. Does not have a current UIF, not on the weight management program, not on drug and alcohol rehabilitation.

4.1.5. Does not have a record of courts-martial or other disciplinary actions within the last 3 years as to reflect discredit upon the Honor Guard or the USAF.

4.2. Once the application process is complete and the Honor Guard Commander has interviewed the candidate, the candidate will be placed on probation for a period of 60 days. During this period, the candidate must demonstrate a high degree of aptitude in customs and courtesies, military bearing and movements. Additionally, the candidate must not miss any practices during this period, unless excused by flight commander, NCOIC, or trainer. At the end of the probationary period, the Honor Guard Commander will determine whether the candidate may serve on the honor guard.

4.3. Each Honor Guard member is responsible for showing up to practices, ceremonial details, meetings, and events. At a minimum, each member is required to attend one practice per week and perform at least three details per month. A member who fails to meet these minimum criteria will be considered inactive and may be removed from the Honor Guard.

4.4. Members will be exempt from installation and squadron details. The Honor Guard member must notify the Honor Guard Flight Commander when tasked with these responsibilities.

4.5. Honor Guard members must notify the Honor Guard Flight Commander of any practices, ceremonial details, meetings, or events that an Honor Guard member cannot make within a reasonable time period. Unexcused absence from practice will result in an absence letter to their squadron first sergeant. Furthermore, failure to perform an assigned ceremonial detail will result in a letter to the guardsmen's squadron commander. The Honor Guard OIC may also elect to place that member on probation for a period of 90 days during which his performance will be reevaluated.

4.6. Extended periods of leave, temporary duty or inactivity during a member's Honor Guard service will be taken into consideration and may be added to their 1 year obligation.

5. Concept of Ceremonial Detail Scheduling and Execution Operations.

5.1. All ceremonial details will be scheduled with the Honor Guard administrator. The point of contact will provide the necessary information (e.g. time, date, location, type of ceremony, attendees, etc.) and inform the administrator of any significant changes to these inputs prior to the detail. A detail will not be considered officially scheduled until the detail point of contact has obtained verbal confirmation from the Honor Guard administrator. It is the point of contact's responsibility to verify ceremonial detail tasking with the Honor Guard administrator 1 week prior to scheduled event.

5.2. Ceremonial details will not be scheduled within 3 weeks (21 calendar days) of the detail date.

5.3. It is the intention of the Andrews AFB Base Honor Guard to schedule all requested ceremonial details. However, when manning levels dictate, the Honor Guard OIC may institute any number of the following exclusionary criteria to limit the Honor Guard operations tempo:

5.3.1. No more than two details may be scheduled for the same day. Determination will be made on a first come, first-served basis.

5.3.2. Support to partner units and off-base details may be discontinued.

5.3.3. Civilian ceremonies will be limited to those hosted by the installation commander (or officer of higher grade).

5.3.4. Details should not be scheduled outside of normal duty hours (0700-1630, Monday through Friday). Exceptions: Airman Leadership School graduations or higher headquarters tasking.

5.4. Honor Guard members are prohibited from participating or scheduling details outside the stated framework. Guardsmen will not participate in details other than those authorized by the Honor Guard OIC and flight commanders. These include details composed of non-honor guard personnel or former Honor Guard personnel. Honor Guard members are not allowed to schedule details themselves or put together detail teams to perform such details.

5.5. The Honor Guard administrator, upon notification of a ceremonial detail requirement, will add that detail to the honor guard schedule on the base local area network. The administrator will designate a detail commander, or non-commissioned officer in charge of color team, who is responsible for ensuring proper preparation and execution of that detail. That person may delegate equipment duties to any member(s) of the designated detail team. The administrator will also designate one alternate for each detail. This alternate must be prepared to replace any of the detail members on the day of the event within less than 2 hours' notice.

5.6. All detail team members will be in place and prepared to execute the ceremonial detail 1 hour prior to the detail start date. Any necessary equipment must be present at that time. The detail com-

mander will ensure that all team members are present and prepared to execute the detail. If any members are not present, the detail commander will attempt to contact them. If this is not possible, the detail commander may contact the designated alternate(s). Prior to the ceremony, the detail commander will meet with the detail point of contact and the team to plan the execution of the detail.

5.7. After conclusion of the ceremonial detail, the detail commander or designated team member will collect all Honor Guard equipment and return it to the Honor Guard building within 12 hours after detail completion. The detail is not complete until the equipment is all accounted for and the detail commander dismisses the team.

6. Recognition and Incentive Program.

6.1. Individuals who successfully serve their minimum 1-year tour with the Honor Guard will be considered for the appropriate decoration for their performance.

6.2. Members will be provided free dry cleaning services for Honor Guard uniforms only.

6.3. Honor Guard members are distinguished by the honor guard badge, which will be worn in the following manner:

6.3.1. The Base Honor Guard badge is worn on all blue uniform combinations (to include the ceremonial dress). Honor Guard members are also authorized to wear no name tag or accouterments while in ceremonial uniform

6.3.1.1. Long and short sleeved shirts. For males, the cookie is centered on the lower portion of the (wearer's) left pocket, between the left and right edges and the bottom of the flap and bottom of the pocket. For females, center the cookie one-half inch above the name tag.

6.3.1.2. Ceremonial/Service dress jacket. For males, the cookie is positioned one-half inch below the bottom of the (wearer's) left welt pocket, centered on the seam. For females, wear on (wearer's) right side centered between arm seam and lapel, with the bottom edge parallel to the top of the welt pocket.

6.3.2. Base Honor Guard subdued patch is worn on the battle dress uniform (BDU) if space allows. The patch is centered over the (wearer's) right pocket, one-half inch above the name tape.

7. Disenrollment Procedures.

7.1. Honor Guard members who will not complete their 1 year commitment will initiate a termination letter through their squadron commander addressed to the wing installation commander.

7.2. Honor Guard members leaving after any period of service will return all serviceable uniform items to the Honor Guard administrator. The Honor Guard administrator will make the determination of what items are serviceable.

7.3. The Honor Guard Commander on approval from the director of protocol may dismiss a member from the Honor Guard for disciplinary reasons, failure to go, or failure to perform to minimum standards set by the Honor Guard. The list of reasons is not all-inclusive.

8. Program Cost.

8.1. All costs of operations for the Honor Guard are chargeable to base level operations and maintenance (O&M) funds. O&M funds are allocated annually by individual Major Commands and require

budget forecasting for anticipated expenses. The CCP will forecast annual Honor Guard expenses with input from the Honor Guard OIC.

GLENN F. SPEARS, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2903, *Dress and Appearance of Air Force Personnel*

Abbreviations and Acronyms

AFB—Air Force Base

AW/CC—Airlift Wing Commander

BDU—Battle dress uniform

CCP—Director of Protocol

HG/CC—Honor Guard Commander

LAN—Local area network

MAJCOM—Major command

NCOIC—Non-Commissioned officer-in-charge

NCT—Non-Commissioned officer-in-charge of color team

OIC—Officer-in-Charge

UIF—Unfavorable information file

USAF—United States Air Force